

OFFICE TECHNICIAN (TYPING)
REVENUE RECOVERY, ACCOUNTING & GOVERNMENT CLAIMS DIVISION
RESTITUTION SECTION
Permanent/Full-Time
\$2,510.00 - \$3,050.00
FINAL FILING DATE: UNTIL FILLED

POSITION SUMMARY

Under the general supervision of the Staff Services Manager I (SSMI), Restitution Section, Revenue Recovery and Accounting Division, the Office Technician provides general support services to the SSMI and up to six restitution analysts and performs the following duties:

DUTIES:

- Provide secretarial and general support services to the manager and analysts of the Restitution Recovery Section.
- Provide phone backup to analyst for the Franchise Tax Board Court-Ordered Debt Collection Program (FTB) and California Department of Corrections and Rehabilitation (CDCR) inquiries.
- Assist staff with travel arrangements.
- Establish and maintain division/section files and order supplies.
- Assist Custodian(s) of Record with certification requests which includes: VOX (mainframe system) verification of crime information, defendant information, associated claims; request claim files from appropriate staff; create file folder and ACCESS database record for requests; follow up on request when files are not received by deadline; and track certification request in Excel spreadsheet.
- Prepare and track expense breakdowns for Restitution Analysts as requested.
- Track CRC contract invoices to ensure that counties are submitting invoices on a regular basis.
- Provide support to manager and analysts on special assignments.

DESIRABLE QUALIFICATIONS:

- Demonstrate strong proficiency of personal computers, including the software applications Excel and Word
- Dependable, conscientious and have excellent attendance.
- Excellent organizational skills
- Excellent written and verbal communication skills.
- Able to work in a high production environment
- Well-developed interpersonal skills, ability to get along with others, positive helpful attitude.

WHO MAY APPLY

State employees with current status in the above classification; state employees who are eligible to transfer from an equivalent classification; or candidates who are eligible for appointment to this classification. **In addition to a state application, applicants must submit a resume and a cover letter explaining their interest and eligibility. Only the most qualified applicant will be interviewed.**

SUBMIT APPLICATIONS TO:

Victims Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3254 or rjones1@vcgcb.ca.gov

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES. ****

Training and development assignments may be considered for most positions.

California Relay Service:

Voice line: 1-800-735-2922

040-510-1139-00X

TDD User: 1-800-735-2929

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